

Summer School EFL Teacher

Reports to: Director of Studies

Hours: 40 per week

About NCG

NCG is a specialist college providing English Language courses to international students. We have two year-round adult schools, located in Manchester and Liverpool, and we provide summer courses for students aged 12-17 in locations across the UK. On our summer courses, students combine studying English with an exciting activity programme.

With more than 10 years' experience of teaching English, we have developed a strong reputation for our high-quality teaching and friendly staff.

The role

EFL Teachers will normally teach 30 hours per week. In weeks where the teaching load is lighter, teachers will be required to participate in all areas of the activity programme, including onsite activities and excursions, which may necessitate evening and weekend working. Paid preparation time, supervisory duties and meetings/CPD sessions will be included in the working week.

The role includes;

- Teaching up to 30 hours per week, covering when necessary
- Planning and teaching stimulating, interactive, student-centred classes based on the NCG Summer School syllabus
- Placement testing new students
- Completing registers, weekly plans and any other administrative duties as required
- Attending teachers' meetings and CPD sessions as required
- Ensuring a positive learning environment in the classroom
- Maintaining discipline in the classroom
- Assisting in morning, afternoon, evening and weekend activities as and when required (if teaching load is less than 30 hours)
- Undertaking supervisory duties (eg in the dining room) and pastoral duties as required
- Undertaking any other duties to assist in the day-to-day running of the Summer School

NCG Expectations of All Staff

- To work within British Council guidelines - BC inspections may take place while the camp is in operation
- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, Group Leader or host site representatives' issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the Centre Manager or Director of Studies.
- To provide feedback at the end of your contract

Requirements

- Degree level qualified with at least TEFLi qualification or equivalent
- Minimum of 2 years' experience is desirable
- A friendly, approachable team player, who is open to new ideas and advice
- Punctual and reliable
- Flexible and able to adapt to change, sometimes at short notice
- Able to teach a variety of different levels and courses as required

Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.